

STATE OF MISSOURI
INFORMATION TECHNOLOGY ADVISORY BOARD
MEETING MINUTES
SEPTEMBER 16, 2003

ATTENDEES:	Jim Weber, Chair	Christina Acree	Steven Adams
	Rich Beckwith	Jim Branson	Carolyn Cook
	David Crain	Kay Dinolfo	Gary Eggan
	Jeff Falter	Jane Frew	Robin Gibson
	Jan Grecian	Jill Hansen	Gina Hodge
	Don Lloyd	David Kessel	Jim Lundsted
	Gary Lyndaker	Mitch Odneal	Charles Peck
	Ray Pope	Cindy Renick	Larry Reynolds
	Pat Roe	Jim Roggero	Tom Stokes
	Ted Suess	Debbie Tedeschi	Ron Thomas
	Tony Wening	Gerry Wethington	Scott Willett
	Mary Willingham	Paul Wright	

Jim Weber opened the meeting at 8:10 a.m. at the Harry S Truman State Office Building, Room 400.

PRESENTATION

Jill Hansen introduced Marry-Ellyn Strauser, Director of Records Management for the Missouri Secretary of State's Office and Robert Horton, State Archivist for the Minnesota Historical Society. Marry-Ellyn Strauser gave an overview of the state's record management program. Robert Horton presented information on both the concept and implementation of electronic records.

ACTION ITEM

1. Approval of the August 27, 2003, Information Technology Advisory Board Meeting Minutes

Jim asked if there were changes to the meeting minutes of the last meeting; there were none. Ray Pope made the motion to approve the minutes; Gina Hodge seconded the motion. The meeting minutes were approved unanimously.

GENERAL BUSINESS

1. **CIO Update** (Gerry Wethington)

Copyrighting Software – Gerry stated that research has been done and a legislative proposal was drafted to address copyrighting software for the state. Money generated from sale of software would be placed in an information technology fund. This money would go back to that agency until all associated development costs are recovered. For any amount generated above the development costs, 25 percent would go to the General Revenue fund and 75 percent would go back to the information technology fund for use in developing additional projects that are consistent with the state's information technology strategy. The funds would still need to be appropriated by the legislature but would be available exclusively for information technology. For the Conservation and Transportation departments, since they are constitutional, any monies generated would have to go back into their own funds. Once the funds are placed in the information technology fund, Gerry's office would transfer the funds to the appropriate agency. Federal copyright language and application would remove it from the public domain and make it eligible for sale.

Other Legislation – Gerry stated he is also working on legislation that establishes the Office of Information Technology and the Chief Information Officer in statute. This issue may be pursued as a consent bill. Several Executive Orders are awaiting approval.

Policies – Gerry reported that we have recently moved to INFOCON Level 3 from Level 2. He has been communicating this information to Jane Dueker and Mary Still. The Incident Response and INFOCON procedures are not listed on the website as this information cannot be disclosed. The actual threat information

and the actions being taken by the state cannot be disclosed. Some pending policies are piracy accessibility, enterprise architecture, security vulnerability questionnaire and awareness training. Gerry encouraged the ITAB members to discuss the Sunshine Law exemption with their agency's director/public information officer. He will be sending a letter on this topic to each agency director, and is copying the chief information officers and public information officers.

Missouri Emergency Response Geographical Information System (MERGIS) - Within MERGIS, Gerry would like to collect the network environment of all the agencies and have it cataloged as a GIS map. This will allow the ingress/egress points to be identified and to assist in viruses. This information will not be available for public disclosure. He is working to move MERGIS from the Department of Health and Senior Services. Once MERGIS is under the Missouri National Guard under the Missouri Security Council, it is closed under the Missouri Security Act. This issue will probably be assigned to the Network Consortium. At the present time, we do not have the means to analyze attacks to prevent future attacks. Attacks to date appear to be targeting specific environments. The Department of Health and Senior Services should be commended for their work in this area.

Cabinet Meeting – The September Cabinet meeting was rescheduled and conflicted with Gerry's attendance at the NASCIO Conference. Gerry will now be making his presentation at the October meeting.

OIT Budget – Gerry has not heard from all offices in the elected officials category as to who he should be contacting to discuss the budget issue. The bills for the first six months will go out before the end of September. However, of those agencies that have been billed traditionally, he still needs the costs spreadsheet returned with their approval initials from Corrections, Social Services and Transportation.

Enterprise Architecture – Emphasis must begin to be placed on business architecture, information architecture and government enterprise architecture framework, instead of on technical architecture. Gerry will be submitting comments to the author of the document on government enterprise architecture framework. Gerry will be attending a meeting to discuss whether Missouri should have a statute on enterprise architecture.

Strategic Planning – Some individuals have been contacted regarding scheduling a conference call with Bruce Leslie in preparation for the strategic planning session in October. ITAB members may all receive a survey to complete prior to the session. This strategic planning session will be an all day at the Rickman Center on October 29th.

NASCIO - Gerry stated he was reelected to a second term as the NASCIO President. NASCIO plans to begin sending NASCIO staff out into the states to build business cases. This will provide a product for one state while providing a template for other states.

Missouri Value Assessment Program (MOVAP) – Gerry stated he had had conversations with the Budget Office and Carolyn Kampeter with the MRI Office and plans to follow up with them. He has done presentations for FMAC, Jane Dueker, Dan Hall, Marty Drewel, Marga Reinsch, and Jim Carder. Jim suggested additional thought on estimating costs for projects based on value and benefit. He also suggested using the checklist to test against some visionary projects such as Deferred Compensation, Cafeteria Plan or SAM I or II. The Project Management Committee will discuss this topic. The strategic and practical classifications may need to be separated. The drivers on a strategic project may need to be determined.

2. ITAB Chair Update (Jim Weber)

Review of Action Items from the last meeting:

- Gerry to schedule the next E-government Meeting.- Completed.
- Gerry to request inventory of E-government systems from agencies. – Assigned to DMD.
- Gerry to draft legislative proposal to give state specific authorization to copyright software developed by employees/consulting for selling to the private sector. – Pending.

- Todd Craig to provide Gerry with a copy of the legal opinion on their request to copyright software. – Completed.
- Gerry to check with OA Legal Counsel to ensure that not publicly publishing email addresses is not in violation of the sunshine law. Completed. It is within the sunshine law not to publish email addresses. .
- Tom Stokes will be sending out a request for an inventory of hardware and software to the agencies that will be due back in two weeks. – Completed. Responses are due today. This information may be retained and updated yearly.
- ITAB Members to notify Gerry of any items that should be covered in Governor's Cabinet Meeting. – Gerry will be making his presentation at the October meeting.
- Gerry to send out the Organizational Brief and Why OIT? documents to ITAB Members. – Completed.
- Gerry to prepare and send out billing to currently participating agencies for OIT Costs for the first half of FY04. – Will be completed by the end of this September.
- Gerry to contact non-participating agencies and attempt to gain their agreement to participate over the next few months, reducing the amount to be billed to all agencies for the second half of FY04. Pending.
- Gerry to obtain approvals for MOVAP process. – Pending.
- ITAB Members who have not submitted their bios to Carolyn Cook should do so. – Pending.
- ITAB Members to submit suggestions for the ITAB Motto to Carolyn Cook by the next meeting. – Pending.
- MOTEC Committee to review whether local government can utilize MOTEC and report back at the next meeting. - Pending.
- Debbie Tedeschi to provide status report on providing the ability to search all ITAB minutes by key words and/or phrases. - Pending.
- Jim Weber to meet with Debbie Tedeschi to discuss adding ITAB items to OIT website. – Completed.
- Purchasing to send out revised document detailing changes in WWT contract. – Pending – should be in place by next ITAB meeting.
- Purchasing to send out additional information on the Enterprise Agreement to encourage participation. – Pending – should be completed by next meeting.
- Jill Hansen to meet with Microsoft to share best practices and other information to assist in being more prepared to handle future virus attacks. Completed - class is scheduled at MOTEC on Friday.
- Gerry to provide clarification/direction for MO GIS Advisory Committee. – Pending – Gerry plans to attend their next meeting scheduled for October. Gerry will discuss items with leaders of the Committee.
- Rich Beckwith to contact the user groups to notify them to provide report to ITAB yearly on their activities. – Completed.
- ITAB Members to send any satellite service needs to Joe Brenneke. – Completed.

ITAB COMMITTEE UPDATES

1. **Architecture Review Committee Update** (Bob Meinhardt/Scott Willett) – Scott Willett reminded attendees that this Committee meets on second Tuesday of each month. They reviewed documents received from the Email SWAT committee. Minor changes were made to these documents by the ARC. He will distribute these once these changes are made.
 - ***Architecture Technical Committee*** (Scott Willett) – No Update
 - ***E-mail SWAT Committee*** (Carl Medley II/Scott Willett) – Scott noted this Committee meets weekly.
 - ***GIT Committee*** (Tim Haithcoat/Scott Willett) – No Update
 - ***Infrastructure Domain Committee*** (TBD) – Scott reported that the Infrastructure Committee has completed its training sessions. He expressed appreciation to Jim Roggero for the use of OSCA facilities. Next Thursday, September 25th will be the kickoff for the Infrastructure Domain at OSCA. This meeting will be held regularly on Thursdays. Agency primer is now out on the OIT website.
 - ***Integration Domain Committee*** (TBD) – Scott reported that training on the Integration Domain will occur on October 1-2 in Room 493 of the Truman Building.
 - ***Security Domain Committee*** (Dustin Bieghler/Scott Willett) – No Update
2. **Digital Government Committee Update** (Lew Davison/Ron Thomas) - No Update

- ***Application Development Subcommittee*** (Jim Roggero/Pat Brooks) – No Update
 - ***Credit Cards Subcommittee*** (Scott Peters) - No Update
 - ***CRM*** (Don Lloyd) – No Update
 - ***Digital Certificates Subcommittee*** (Todd Craig) – No Update – Gerry asked that this committee address the issues around the Verisign contract to determine if it should be renewed or re-bid, or both. Gerry indicated he had received very little response on his previous request for business requirements for the certificates. Gerry stated he had requested Todd and his Committee to address the issues surrounding the digital certificates.
 - ***Digital Media Subcommittee*** (Jim Weber/Kay Dinolfo) – No Update
3. **Mentoring Committee Update** (Tim Dwyer/Jan Grecian) – No Update
 4. **MOTEC Update** (Paul Wright/Laura Mertens) – The September MOTEC Meeting was rescheduled for September 23rd at 10:00 a.m. at the Interpretive Center. They will report on the results of that meeting at the next ITAB Meeting.
 5. **Personnel Committee** (Chris Wilkerson) – Jan Grecian reported this Committee had met to discuss the security positions. They had requested assistance from members of the Security Committee. Tasks were divided up and assigned to various groups.
 6. **Prime Vendor Oversight Committee** (Jeff Falter/Gary Eggen) – No Update
 7. **Privacy Committee** (Rich Beckwith/Scott Willett) – No Update
 8. **Project Management Committee Update** (Jim Roggero/Tom Stokes) – Jim Roggero stated the Committee's last meeting was focused on the certification/recertification process and how it could be accomplished. The Committee plans to bring forward a recommendation for discussion at the November ITAB Meeting. Jim Weber and Tom Stokes will be forwarding information on this to the ITAB members prior to the November meeting. The recertification process would involve 60 hours over a three year period. The next Committee Meeting is scheduled for September 26th at 10:00 a.m. When he attended the NASCIO Conference, Gerry stated that he received several commendations on the quality of the information available relating to project management, architecture, purchasing and PAQ processes.
 - ***Cost Benefit Approach to State Government Subcommittee*** (Paul Wright) – No Update
 - ***Performance Measures Subcommittee*** (Paul Wright) – No Update
 - ***Project Oversight Subcommittee*** (Gary Lyndaker/Bob Ordway) Gary Lyndaker reported that NSR is preparing a new version of documents. Once completed, the Subcommittee will review and then submit them this group for approval.
 - ***Risk Management Subcommittee*** (Scott Peters) – No Update
 9. **Security Committee** (LTC Tom Smith) – No Update
 10. **ITAB Logo/Motto Committee** (Scott Peters) – No Update – Jim Weber reminded everyone to send any suggestions for mottos to Carolyn Cook.

COLLABORATIVE EFFORTS

1. **Internet/MOREnet Update** (Tony Wening) – Tony Wening reported that MOREnet has finished the contract negotiations for increasing the Internet access. They were able to doubling the amount of access for the state for a cost that is near the current rate.
2. **Network Management Consortium Update** (Jim Roggero/Jill Hansen) – Jim Roggero stated the next meeting is scheduled for October 9th at 10:00 in Room 493. The focus of the last meeting was on satellite communications and the aspects of an RFP being developed. Based on the RFI sent out by HP, the areas were separated into two groups – fixed and mobile communications. OA assumed responsibility for the fixed

environment and a meeting to review the functional requirements was held on September 15th. Action items from that meeting will be sent out shortly. The follow-up meeting will be held next week to finalize those requirements to mobile communications. Highway Patrol has assumed responsibility for the mobile communications. MOREnet is discussing sponsoring a security forum in Jefferson City. Gerry suggested keeping it to a one-day event rather than two days. Tony will work with the Security Committee to schedule it.

3. **Statewide Purchasing Update** (Gary Eggen/Karen Boeger)

4. **Technology Services Update** (Gail Wekenborg) – No Update

5. **MO GIS Advisory Council** (Jeff Falter) – No Update

OPEN DISCUSSION

- Gerry reminded everyone of the Strategic Planning session that will be held on October 29th, at the Rickman Center. It will be an all-day session, facilitated by Bruce Leslie.
- Gerry also noted that Lynn Morrow is the new Account Representative for Information Builders, Inc. (IBI). He has already met with Gerry and will be meeting with the IBI customers as schedules permit. Gerry encouraged everyone to discuss any problems or concerns in these meetings. Jim Cummings is the Technical Representative that has been permanently assigned to us.
- Gerry is also working to develop an e-government report card, using a template from Brown University on how they assess state government. He is also using Harvard's Imperatives to a Digital Government.
- OIT signed a contract with META at the end of September. This contract not only provides opportunities for the OIT staff to attend conferences, but also gives them unlimited access to the government services group. Agencies with requests for research can contact Debbie Tedeschi. Debbie will poll the other ITAB members to determine if they have similar questions prior to completing the research requests. In addition, we have up to 10 hours outside government services in the other 8 areas. Gerry commended Debbie for her efforts in this area.
- Jim asked Jill Hansen to prepare a letter to commend today's presenters.

REVIEW OF ACTION ITEMS

- Kay Dinolfo to request inventory of e-government systems from agencies.
- Gerry to continue with his efforts to draft legislative proposal to give state specific authorization to copyright software developed by employees and/or consultants for selling to the private sector.
- ITAB members to notify Gerry Wethington of any items that should be covered in Governor's Cabinet meeting scheduled for October 2, 2003.
- Gerry to prepare and send out billing to currently participating agencies for OIT Costs for the first half of FY04.
- Gerry to contact non-participating agencies and attempt to gain their agreement to participate over the next few months, reducing the amount to be billed to all agencies for the second half of FY04.
- Gerry to obtain approvals for MOVAP process.
- Bios to be emailed to Carolyn Cook (carolyn_cook@mail.dor.state.mo.us).
- Suggestions for ITAB Motto be emailed to Carolyn Cook (carolyn_cook@mail.dor.state.mo.us).
- MOTEC Committee to review whether local government can utilize MOTEC and report back at next meeting.
- Request status report on providing the ability to search all ITAB minutes by key words and/or phrases.
- Purchasing to send out revised document detailing changes in WWT contract.
- Purchasing to send out additional information on the Enterprise Agreement to encourage participation.
- Gerry to provide clarification/direction for MO GIS Advisory Committee.
- Digital Certificates Subcommittee to address Verisign Contract issues.
- Digital Certificates Subcommittee to survey the state agencies to determine what type of digital certificate requirements exist.

NEXT MEETING

1. The next ITAB Meeting is scheduled for **October 29, 2003 at 8:30 a.m. in the Assembly Hall at the Rickman Center.**

JLW/cc